

Section III

Summary - Narrative

Supplement Pertaining to

Use of Punch Card Equipment

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CIA UTILIZATION OF PUNCH CARD EQUIPMENT - FY 1953

Description and Type of Machine	AGENCY COMPONENTS																AGENCY TOTALS	
	OCD		Spec. Reg.		OO/C		OOS		COMMO.		OIR		Sec. Off.		Pers.		Quant.	Used
	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used				
Punches																		
024	25	59	16	58	2	66	20	61									63	59.6
026									2	80			1	90			3	83.3
026													1	--			1	----
031							1	70			1	50					2	60.0
Verifiers																		
055									1	85	1	50					2	67.5
056	13	66	5	71	2	62	10	56									30	63.2
Sorters																		
075					1	79					1	25	1	30			3	44.6
080									1	50							1	50.0
082	11	77	5	69	1	74	9	55	1	50							27	67.0
Collators																		
077	7	68	3	69	1	81	6	58									17	65.4
089	2	68	1	71			2	52									5	62.5
Electronic Stat. Mach.																		
101	1	54	2	74													3	67.3
Accounting Machines																		
*285							1	20									1	20.0
402	1	70					2	65									3	66.6
403	2	70			1	85	3	54									6	64.5
407	1	70	1	68			4	63									6	65.0
Reproducing Punches																		
513			1	57													1	57.0
514	3	57	1	65	1	75	5	54									10	58.1

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Description and Type of Machine	AGENCY COMPONENTS										AGENCY TOTALS	
	OCB	Spec. Rep.	OO/C	OOB	Commo.	OTR	Sec. Off.	Pers.			Quant.	Used
	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used	Quant.	Used
<u>Gang Punch</u>												
517	1	31									1	31.0
<u>Interpreters</u>												
*551					1	10					1	10.0
552	3	50	2	65	1	61	3	53			9	60.0
<u>Calculating Punch</u>												
602A					2	32					2	32.0
<u>Test Scoring Machines</u>												
305							1	25			1	20
<u>Facsimile Posting Machines</u>												
954					1	10					1	10.0

* Exclusive use of Treasury Disbursing Officer

Agency Average Punch Card Equipment

Punches	54.4%
Verifiers	63.4%
Sorters	64.2%
Collators	64.7%
Electronic Statistical Machines	67.3%
Accounting Machines	65.1%
Reproducing Punches	58.0%
Gang Punch	31.0%
Interpreters	60.0%
Calculating Punch	32.0%
Test Scoring Machines	22.5%
Facsimile Posting Machines	10.0%

Equipment Used By Treasury Disbursing Officer

285 Accounting Machine	20%
551 Interpreter	10%

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Summary - Narrative Supplement

Utilization of Punch Card Equipment

1. General Information

This Agency has applied the punched-card methods to (1) Administrative Accounting jobs and related problems and (2) Intelligence problems. Certain of the Administrative procedures are similar in nature to those in other Governmental activities. The intelligence procedures are highly specialized and unique and have been originated and developed within the Agency.

2. Special Factors (a) It is a policy of the Agency to consolidate its installations and establish machine pools to serve several organizational components. However, because of security restrictions and diverse locations of its several Offices, it has been necessary to establish four installations with complete complements of machines, see Tabs A, B, C, and D. Three partial installations have been established for security reasons or because the key punching operations are so closely integrated with the office routines that it was determined to be more economical and efficient to perform key punching operations and certain sorting operations within those offices, see Tabs E, F, and G. The accounting machine and other machine needs of the partial installation are provided by the OCS installation.

(b) The utilization of key punches and verifiers is reduced by the fact that all personnel of the Agency require security clearance and it is difficult to arrange the delivery date of a machine so that it will coincide with the date the operator reports for duty. As a result, there are a certain number of key punch machines idle for a period of time. This situation cannot be avoided.

(c) Higher utilization of other types of equipment which are used for processing intelligence data is difficult to obtain. In this area the machines are used more as a research tool to search out indexed intelligence data than as a means for processing large volumes of cards to produce routine periodic reports.

3. Managerial Controls

The Organization and Methods Service is responsible for the review and coordination of the activities of the several installations. It closely collaborates in work of planning new applications and approves and recommends the acquisition of new or special types of equipment. Decisions to undertake new jobs or discontinue existing ones are based

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on studies of the problem justifying the action to be taken. Ordering of new equipment and releasing of equipment is based on machine utilization figures maintained in each installation and workload projections. Machine used and down time is recorded for each machine in each of the installations except where research work is being performed, see Tab F. Continuous review of procedures are made with the view toward improvement. Reports are periodically reviewed with the users to determine that they continue to be required.

Statistics on machines discontinued or declared excess from 1 January 1953 through 30 June 1953 are as follows:

031 Key Punch	3
056 Verifier	4
089 Collator	1
102 Accounting Machine	1
511 Reproducer	1
552 Interpreter	<u>1</u>
TOTAL	11

4. Agency Evaluation

It is the policy of the Agency to apply business machines and mechanical devices whenever it can be established that such mechanical aids will result in greater economy or will produce needed results which cannot be obtained economically or feasibly by manual or semi-manual methods. This policy has been followed in the application of punched card methods.

One of the major problems of this Agency is the rapid processing of the informational content of a large volume of written and graphic data. The application of punched-card methods to this problem has proven successful to date but continuous research is being conducted to improve the results through study and use of newly developed punch-card and electronic devices.

The utilization of present equipment as reported herein is considered very good in view of the many varied and special requirements of the users of the systems.

5. Discussion of Possibilities for Economy through Consolidation of Installations

Every effort has been and continues to be made to consolidate the installations of this Agency. However, there is little possibility for further consolidation because of security restrictions.

6. Analysis of Machines Not in Use

This Agency has no standby equipment.